

THIS RULE TAKES EFFECT ON DECEMBER 30, 2004

Title 4--DEPARTMENT OF ECONOMIC DEVELOPMENT

Division: **Division 263--Licensed Social Workers**

Chapter: **Chapter 2--Licensure Requirements**

Rule Number: 4 CSR 263-2.082

Rule Name: *Continuing Education*

Rule Purpose: *This rule sets continuing education requirements for renewal of licenses to practice as a licensed social worker and establishes the basic continuing education standards. The goal of continuing education is to ensure quality social work services to clients. The requirements for continuing education are grounded in the ethical principle to develop and enhance professional expertise and increase competence in service and delivery.*

- (1) As a condition for renewing a license to practice, all licensed social workers shall be required to have completed thirty (30) clock hours of acceptable continuing professional education courses prior to the renewal of the license. For the purpose of this rule, hours are considered the same as clock hours.
- (2) As part of the thirty (30) continuing education hours required for each renewal cycle, each applicant for renewal or reinstatement of a license shall complete a program on professional social work ethics and on state licensure statute/rules review.
 - (A) Each ethics program shall not be less than a total of three (3) clock hours and shall comply with section (6) or (7) of this rule to be acceptable to the committee. The ethics program shall be presented by a social worker with a master's level degree or higher who has graduated from an accredited school of social work.
 - (B) Each state licensure statute/rules review program shall not be less than a total of one and one half (1 ½) clock hours and shall be presented by a member of the State Committee for Social Workers, staff or its designee.
- (3) The committee shall have authority to make exceptions to the continuing professional education requirement for reasons of health, military service, foreign residency or other good cause.
- (4) The overriding consideration in determining whether a specific program is acceptable is that it shall be a formal curriculum of learning which contributes directly to the professional advancement, extension and enhancement of the professional skills and scientific knowledge of an individual after s/he has been licensed to practice clinical or baccalaureate social work.
- (5) The term "programs" refers to both formal group and formal self-study courses, that comply with the following standards:

- (A) The program shall contribute to the professional advancement, extension and enhancement of the professional skills and scientific knowledge of participants;
 - (B) The education experience or prerequisites, or both, for the program shall be stated;
 - (C) Programs shall be presented by an individual(s) qualified in the subject matter and in instructional design; A “qualified” individual is an instructor or discussion leader whose documented background, training, education or experience is appropriate for leading a discussion on the subject matter at the particular program.
 - (D) Program content should be current;
 - (E) Programs presented by qualified instructor(s) or discussion leader(s) shall be reviewed by an acceptable professional development process within Missouri other than the instructor(s) or discussion leader(s) to ensure compliance with the standards in this section;
 - (F) The stated program objectives shall specify the level of knowledge the participant should have upon entering and completing the program;
 - (G) Each program shall provide a mechanism for evaluation of the program by the participants. The evaluation may be completed on-site immediately following the program or an evaluation questionnaire may be distributed to participants to be completed and returned by mail. The sponsor, as defined in section (8), and the instructor or discussion leader, together, shall review the evaluation outcome and revise subsequent programs accordingly.
 - (H) Programs shall require registration by the participant with the program sponsor, as defined in section (8) and shall provide a certificate upon evidence of satisfactory completion of the program.
- (6) A formal group is an educational process designed to permit a participant to learn a given subject or subjects through interaction with an instructor and other participants. When a group program complies with sections (4) and (5) of this rule, it is a formal group program.
- (A) Formal group programs requiring class attendance shall be acceptable only if an outline or agenda is prepared in advance and retained. The agenda, outline or attendance record shall indicate the name(s) of the instructor(s), the subject matter covered and the date(s) and length of the program;
 - (B) Credit for participating in formal group programs of learning shall be determined as follows:
 - (1) For university or college courses that the licensee successfully completes for credit, each semester-hour credit shall equal fifteen (15) hours of continuing professional education and each quarter-hour credit shall equal ten (10) hours. Noncredit courses shall be measured in classroom hours;
 - (2) Licensees who arrive late, leave before a program is completed or otherwise miss part of a program shall claim credit only for the actual time they attend the program.
- (7) A formal self-study is an educational process designed to permit a participant to learn a given subject without major interaction with an instructor. For a self-study program

to be formal, the sponsor shall require registration by the participant and shall provide a certificate upon evidence of satisfactory completion, such as a completed workbook or examination, and the program must comply with sections (4) and (5) of this rule.

(A) The credit hours for formal self-study programs recommended by the program sponsor will be granted provided the requirements are satisfied and the sponsor has:

1. Pretested the program to determine average completion time; and
2. Recommended the credit be equal to one-half (1/2) the average completion time.

(B) Credit for formal self-study shall not exceed fifty percent (50%) or half of fifteen (15) hours of the continuing education requirement per year. This percentage is equal to seven and one half (7 1/2) hours of continuing education per year of the total.

(8) Sponsors are the organizations, groups, or entities responsible for developing programs. Sponsors can subcontract with the instructor(s) or discussion leader(s) to present qualified program(s). They shall be responsible for the following:

(A) Verifying attendees for all programs;

(B) Maintaining all attendance records and program material for five (5) years and providing these records to the board or its agent upon request by the committee;

(C) Monitoring and editing all attendance records to reflect the correct number of continuing education hours according to time present and accounted for at a program by a licensee;

(D) Having a degreed social worker from an accredited social work program be a member of the planning committee for all programs.

(E) Complying with the criteria in (2), (4), and (5).

(9) One (1) credit hour of continuing education may be granted for writing an article published by a professional journal or periodical or a published book; provided it contributes directly to the author's advancement, extension and enhancement of professional skills and scientific knowledge. The maximum credit for published books and articles shall not exceed twenty percent (20%) of the continuing education requirement per year. This percentage is equal to three (3) hours of continuing education per year of the total.

(10) Initial one-time preparation and presentation of a social work course, seminar, institute, or workshop will be granted a maximum of five (5) hours. Credit for either preparation or presentation shall not be granted for repetitious presentations. Three (3) of the five instructional hours may be granted for supervision performed for any of the following: social work applicants, impaired licensees; licensees under disciplinary sanction or peer review of another licensee's therapy skills which includes consultation, conference and critique; undergraduate and graduate practicum students; or specialty applicants. Credit as an instructor, discussion leaders including time devoted to preparation, or supervisors shall not exceed thirty-three percent (33%) of the continuing education requirement per year.

(11) Audit of Continuing Education:

(A) Licensees are required to retain documentation of continuing education verified on the renewal form for two (2) years following license renewal.

1. A licensee is subject to an audit of continuing education activity documentation after the time of license renewal.
2. The committee may audit continuing education activities as time and resources allow.
3. Upon request the licensee shall submit to the committee for review the continuing education documentation verifying successful completion of the continuing education requirements. Licensees shall assist the committee in its audits by providing timely and complete responses to the committee's inquiries.
4. Failure to submit requested information to the board by the date requested or submission of inadequate or falsified records may result in disciplinary action.

Authority: sections 337.600, 337.612, 337.618, 337.650, 337.662, 337.668, 337.677, RSMo Supp. 2003 and section 337.627, RSMo 2000. Original rule filed:

RSMo References: 337.600

337.612

337.618

337.627

337.650

337.662

337.668

337.677